



Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural beauty. Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

Position: Fiscal Analyst 3 (In Training)
Division: Business and Financial Services

Location: Tumwater
Notice: 1-2-001-OC

Opens: October 2, 2006
Closes: October 8, 2006

In order to consider the most candidates, we are willing to consider a variety of options such as in-training from the Fiscal Analyst 2, Fiscal Analyst 1, or College Career Graduate – Business & Finance (CCG-BF) level.

Primary Duties:

The Fiscal Analyst 3 is Lead worker and key member of the Cash Management Team. Key functions of this position include:

- Monitoring the workload and coordinating the day to day activities of Cash Management functions. Setting priorities, properly delegating tasks and following up timely.
- Training and educating new employees in financial methods and procedures.
- Providing advice and expertise to staff.
- Working cooperatively and effectively with agency divisions, external agencies and banking institutions.
- Conducting financial reviews and analysis of fiscal data in accordance with Generally Accepted Accounting Principals. Preparing and analyzing financial and management reports.
- Analyzing and recommending changes to effect proper accounting procedures and internal controls.
- Reviewing manually maintained documents and develop electronic means for them.
- Participating on agency-wide committees that deal with procedures or system developments.
- Leading and/or participating on projects.
- Representing the Cash Manager in their absence.

Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at www.dor.wa.gov

How to Apply

E-mail: jobs@dor.wa.gov

FAX: (360) 664-0658

Mail: Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

Compensation, Fiscal Analyst 3:

\$3208 - \$4106 per month (Range 50), depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

Compensation, Fiscal Analyst 2:

\$2774 - \$3540 per month (Range 44)

Compensation, Fiscal Analyst 1:

\$2530 - \$3208 per month (Range 40)

Compensation, CCG-BF: \$2304 - \$2910 per month (Range 36)

Desired Qualifications (Fiscal Analyst 3, 2, 1, and CCG-BF):

- Knowledge of accounting principles and internal controls
- Familiarity with AFRS and Fastrack
- Understanding and comprehension of computer technology
- Knowledge of modern office functions and terminology
- Excellent written and oral communications skills
- Experience managing multiple activities and projects with attention to detail
- Ability to effectively direct others so scheduled jobs are performed timely
- Ability to be interrupted and remain calm, and the ability to refocus on the current task after the interruptions
- Ability to provide excellent customer service
- Ability to communicate effectively with all communication styles
- Ability to work well in a team environment

Continued Qualifications at the Fiscal Analyst 3 level:

Bachelor's degree, which includes 18 quarter or 12 semester hours in accounting, auditing, or budgeting and two to three years of relevant professional experience. Professional

experience may substitute for education but not usually for the credit hours.

A Master's degree in a financial related field, certification as a Public Accountant, Internal Auditor, Certified Governmental Financial Manager or Management Accountant can be substituted for professional experience.

Continued Qualifications at the Fiscal Analyst 2 level:

Positions typically require a Bachelor's degree, which includes 18 quarter or 12 semester hours in accounting, auditing, or budgeting and one to two years of relevant professional experience. Professional experience may substitute for education but not usually for the credit hours.

A Master's degree in a financial related field, certification as a Public Accountant, Internal Auditor, Certified Governmental Financial Manager or Management Accountant can be substituted for professional experience.

Continued Qualifications at the Fiscal Analyst 1 level:

Positions typically require a Bachelor's degree, which includes at least 18 quarter or 12 semester hours of accounting, auditing or budgeting. Professional experience may substitute for education but not usually for the credit hours.

A Master's degree in a financial related field, certification as a Public Accountant, Internal Auditor, Certified Governmental Financial Manager or Management Accountant can be substituted for professional experience.

Examination:

The examination is an evaluation of your experience and training. Employees in these positions perform tasks requiring the use of effective technology. Completing and submitting your application and exam response electronically is part of the exam. This recruitment is open to anyone who meets the desired qualifications.

Applications are accepted electronically through the Internet Application System (INET) only. Applicants develop an employment profile (application) in the system and take the exams for these job classes online. Once you have submitted the forms via our secure site, you will receive notification of your score and placement on the register. Those needing technical assistance or accommodation with this process should call 360-664-1960.

Go to the following web address to begin the application process:

<https://fortress.wa.gov/dop/inetapp/DOP/default.asp>

You must type this web address, in your address bar to go to it.
This page is not interactive.

You must submit your online application and take the Inet examination by Sunday evening, October 8, 2006.

How to Express Interest:

Please express your interest by submitting a cover letter, resume, and state application.

Submit Application materials to:

E-mail: jobs@dor.wa.gov
please indicate position title in subject line

Special Note:

This position is covered by a collective bargaining agreement between the Department of Revenue and the Washington Public Employees Association (WPEA), which contains a "union security" provision. This means that, as a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status. Prior to any new appointment into the Department of Revenue, a background check will be conducted.

The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.